YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 9**

Committee: **FINANCE AND RESOURCES**
Date: **28 May 2019**

Report: **ANNUAL HEALTH AND SAFETY REPORT, YEAR TO 31 MARCH 2019**

Purpose of the report

1. This report is a statement of the Authority's performance in relation to Health and Safety matters for the year to 31 March 2019. It aims to update Members on the progress that the Authority is making in relation to meeting its commitment to managing Health and Safety.

Strategic Planning Framework

2. The information contained in this report is consistent with the Authority's statutory purposes and its approved strategic planning framework:

   Corporate Plan, Objective 24
   "Plan and manage all aspects of the National Park Authority's business to make the most effective use of our resources"

Recommendation

3. That Members note the report.

Background

4. The Authority employs approximately 150 members of staff (116 full time equivalents) and is responsible for approximately 280 volunteers in varied roles and exposed to similarly varied risks.

5. Health and Safety support in the Authority is provided by an internal Health and Safety Working Group (HSWG) and guided through a Service Level Agreement (SLA) provided by North Yorkshire County Council (NYCC). NYCC provide a qualified Health and Safety practitioner via the SLA for on-going advice and support and attendance at the HSWG.

6. The purpose of the HSWG is to:

   - Review, develop and advise the Senior Management Team (SMT) and Directors on the Authority's Health & Safety Policies, including procedures, and processes.
   - Consider Health, Safety and Welfare at Work as it affects the Health & Safety and Welfare of National Park Authority employees, i.e. specific groups of employees; Individual employees; Dales Volunteers and other volunteers including work experience; Members. As well as others in respect of whom the National Park Authority has a responsibility under Health & Safety legislation – the general public.

- Study performance indicators, accident and near-miss statistics, safety audit reports, trends and other incidents (e.g. abuse, aggression), with the intention that reports are made to SMT or Directors on potential unsafe or unhealthy conditions and practices, together with recommendations for corrective action.
- Assist in the development of working practices and rules for Health and Safety management and safe systems at work having regard to the Health and Safety Executive's guidance.
- Consider Health & Safety training, particularly with regard to the effectiveness of such training, together with advice to SMT on training needs.
- Consider the adequacy of Health & Safety communication and publicity within the Authority.
- Promote good Health, Safety and Welfare working practices.

7. A Health and Safety Action Plan is in place and progress against actions is monitored by the HSWG. This is a dynamic process and kept under continuous review. Actions are added regularly to it and each action has a target date for completion, the risk associated is assessed and the action prioritised accordingly. Actions can arise through a number of mechanisms, including the incident reporting process, H&S spot checks, changes in legislation and guidance and property risk assessments.

8. The HSWG is chaired by the Director of Park Services.

Health and Safety Activities undertaken in 2018/19

9. Activities included:

- Fire assessment of Aysgarth National Park Centre by NYCC.
- Fire Safety Audit of Aysgarth NPC (assessing against the Regulatory Reform (Fire Safety) Order 2005) by North Yorkshire Fire and Rescue Service.
- Risk assessment audit of workshops at Colvend, Grassington by NYCC.
- Advice on CDM (Construction Design and Management Regulations) by NYCC on DCM building project.
- Audit of COSHH processes (Control of Substances Hazardous to Health).
- '3 Parks Ranger Service H&S Group' – representatives of ranger services from the Yorkshire Dales, North York Moors and Lake District National Park Authorities meet quarterly to discuss health and safety issues and to share good practice.
- Hillcraft Statement of Competence has been updated.
- Statement of Competence document updated for people leading groups.
- Health and Safety Handbook reviewed and updated as appropriate (annual review).
- Codes of Practice have been updated (annual review).
- Risk assessment forms and process have been reviewed and updated (annual review).
- Generic Risk Assessments have been reviewed and updated (annual review).
- First aid boxes updated (monthly check).
- Annual audit of personal protective equipment (PPE) completed.
- Review of PPE for volunteers undertaken.
- Risk assessment of outside parking area by workshops at Colvend undertaken by NYCC and protocol put into place and officers informed.
- Fire alarm tests and fire drills undertaken at all premises.
- A Health and Safety Competency Framework has been used in the annual appraisals to determine H&S training requirements.

- H&S ‘Toolbox Talks’ in place for staff and volunteers.
- Accident Report Form has been updated and streamlined.
- ‘Near misses’ now a standing item on HSWG agenda, and learning identified (ongoing).

Training

10. The following training courses have been held during the last 12 months, raising and reaffirming Health and Safety awareness:

    - Hillcraft and Navigation Skills training for 21 Officers;
    - IOSH Managing Safely;
    - IOSH Managing Safely refresher (for those who had completed course sometime ago);
    - First Aid (including for outdoors work, emergency, and for volunteers);
    - Fire Warden;
    - De-escalation;
    - Chainsaw refresher;
    - Walking Group Leader;
    - 360 Digger training;
    - Off-road driving;
    - Quad Bike training.

11. An e-learning site is accessible for staff, which includes a number of Health and Safety courses.

Accidents and Near Misses

12. The **Appendix** summarise accidents reported over the past 12 months, from 1 April 2018 to 31 March 2019, and includes all incidents reported by staff or volunteers.

13. The incident reporting procedure recognises the importance of line management involvement in investigating accidents within their teams. Officers complete an electronic form which is forwarded initially to the line manager who will investigate. Depending on the findings the risk assessment and/or code of practice may be amended, as appropriate.

14. In addition to the incidents reported in the Appendix, there have been 15 reported near misses over the past 12 months, an increase from the 8 near misses reported in the previous year (2017/18). This increase is believed to be the result of further emphasis on reporting near misses. It remains an ongoing challenge to try and encourage staff and volunteers to report near misses and it may be the case that the increased reporting is still an under-representation of the position across the Authority. Near misses are a standing item on the HSWG agenda.

15. There was one incident which was potentially RIDDOR-reportable (‘Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995’). The incident involved a volunteer, who suffered a damaged finger whilst dry stone walling. The volunteer was attended to on site and went to his GP who referred him on to Northallerton A&E. A RIDDOR form was submitted to the Health and Safety Executive (HSE) on the basis that it may have fallen under the following category: ‘Any injury preventing someone attending work or doing their normal job for more than 7 days.’ There was no contact from the HSE,

and for RIDDOR reporting NYCC have clarified that volunteers are classed as members of the public.

16. It can be seen from Table 2 in the **Appendix** that all incidents in 2018/19 related to the Park Services Directorate (including the Volunteers Service). This is not surprising due to the nature of work and number of people (including volunteers) undertaking practical roles within that Directorate.

17. There are risk assessments, appropriate PPE and training in place to mitigate these risks, however, we should not be complacent and need to ensure that we are undertaking all reasonably practicable measures to control the risks.

18. This is the seventh year that Health and Safety statistics have been reported in this way, and a comparison of the number of incidents with previous years is shown in the table below.

Year	Park Services	C&C	Corporate Services	Volunteers	of which RIDDOR reportable	Total
12/13	5	0	2	4	1	11
13/14	11	3	0	6	1	20
14/15	8	1	2	4	2	15
15/16	6	1	2	1	2	10
16/17	7	2	1	1	0	11
17/18	7	1	2	5	0	15
18/19	4	0	0	3	1	7

Health and Safety Actions for 2019/20

19. The delivery of the Health and Safety Action Plan will continue and will be monitored by the HSWG on an on-going basis.

20. Health and Safety-related training for 2019/20 will include, but is not limited to:
    - Minibus training (MIDAS)
    - First aid refreshers
    - Refreshers required to undertake practical tasks.

Hannah Clarke
Head of HR and Communications

13 May 2019

Background documents: None

APPENDIX

ACCIDENT CAUSES ANALYSIS: 2018 - 2019 - Table 1

Number of employees	**150**
Hours Worked	**211640**
Number of Volunteer Days Worked	**7001**

CAUSE OF ACCIDENT	Non RIDDOR	RIDDOR	Totals
01- Contact with moving machinery or material being machined	0	0	0
02- Hit by moving, flying or falling object	0	1	1
03- Hit by a moving vehicle	1	0	1
04- Hit something fixed or stationary	1	0	1
05- Injured while handling, lifting or carrying	3	0	3
06- Slipped, tripped or fell on the same level	0	0	0
07- Fell from a height	0	0	0
08- Trapped by something collapsing	1	0	1
09- Drowned or Asphyxiated	0	0	0
10- Exposed or in contact with a harmful substance	0	0	0
11- Exposed to fire	0	0	0
12- Exposed to an Explosion	0	0	0
13- Contact with electricity or an electrical charge	0	0	0
14- Injured by an Animal	0	0	0
15- Physically assaulted by a person	0	0	0
16- Verbally assaulted by a person	0	0	0
17- Another kind of accident	0	0	0
ROW TOTALS ➡			7
COLUMN TOTALS ➡	6	1	7

RIDDOR (specify number and type of accident)	No of Accidents	Type of Accident
Major Injury *(please specify)*	0	None
Reportable Disease *(please specify)*	0	None
Dangerous Occurrence *(please specify)*	0	None
Fatality *(please specify)*	0	None
Over 3 Day *(please specify)*	1	Finger crushed whilst stone walling. Referred to A&E and unable to undertake normal volunteering work for over 7 days.

DIRECTORATE ACCIDENT ANALYSIS: 2018 - 2019 - Table 2

	Service Areas				
ACCIDENT TYPE	Park Services	Cons & Comm	Corporate S	Vols	totals
01- Contact with moving machinery or material being machined	0	0	0	0	0
02- Hit by moving, flying or falling object	0	0	0	1	1
03- Hit by a moving vehicle	1	0	0	0	1
04- Hit something fixed or stationary	1	0	0	0	1
05- Injured while handling, lifting or carrying	2	0	0	1	3
06- Slipped, tripped or fell on the same level	0	0	0	0	0
07- Fell from a height	0	0	0	0	0
08- Trapped by something collapsing	0	0	0	1	1
09- Drowned or Asphyxiated	0	0	0	0	0
10- Exposed or in contact with a harmful substance	0	0	0	0	0
11- Exposed to fire	0	0	0	0	0
12- Exposed to an Explosion	0	0	0	0	0
13- Contact with electricity or an electrical charge	0	0	0	0	0
14- Injured by an Animal	0	0	0	0	0
15- Physically assaulted by a person	0	0	0	0	0
16- Verbally assaulted by a person	0	0	0	0	0
17- Another kind of accident	0	0	0	0	0
ROW TOTAL ➡					7
COLUMN TOTAL ➡	4	0	0	3	7